May 15, 2007

MEMORANDUM

TO: Kitty Lagareta  
Chairperson, Board of Regents

VIA: David McClain  
President

VIA: Denise Konan  
Interim Chancellor

FROM: Gary Ostrander  
Interim Dean

SUBJECT: (1) Establishment of the Department of Medical Technology  
(2) Establishment of the Department of Speech Pathology and Audiology  
(3) Name Change of Speech Pathology and Audiology to  
“Department of Communication Sciences and Disorders”  
(4) Abolish the Department of Allied Health Sciences

SPECIFIC ACTION REQUESTED:

We are requesting a reorganization of the John A. Burns School of Medicine to:
(1) Establishment of the Department of Medical Technology  
(2) Establishment of the Department of Speech Pathology and Audiology  
(3) Name Change of Speech Pathology and Audiology to  
“Department of Communication Sciences and Disorders”  
(4) Abolish the Department of Allied Health Sciences

ADDITION COST:

The establishment of two (2) departments will require two (2) Secretary II positions. Currently, there is one (1) Secretary II who has served exclusively Medical Technology. Clerical assistance at the level of Secretary I has been provided to Speech Pathology and Audiology by the Office of the Dean. This arrangement is not viable due to the workload in the Dean’s Office. Salary range for a Secretary II (SR-14) starts at $29,976 to $46,164 annually.

No faculty lines will be added or deleted as existing resources are adequate to operate the new departments.
RECOMMENDED EFFECTIVE DATE:

Upon Board approval.

PURPOSE:

The abolishment of the Department of Allied Health Sciences as it is not a degree granting program and the establishment of the proposed two (2) departments (currently divisions--independent resource intensive degree granting programs) will enhance and emphasize the importance of healthcare for all in Hawaii and the Pacific by helping to ensure that an adequate supply of trained health professionals are available.

The program in Speech Pathology Audiology was established in the mid-1940s in the College of Arts and Sciences. As then was the custom, the program was named Speech Pathology and Audiology. Over the ensuing years, programs graduated from Arts and Sciences and adopted titles that better identify the role of the professional nature of Communication Disorders programs and reduce confusion with the general speech programs.

BACKGROUND INFORMATION:

Department of Allied Medical Sciences
The Department of Allied Medical Sciences consists of the Division of Medical Technology (Med Tech) and the Division of Speech Pathology & Audiology (SPA). Although the Department of Allied Medical Sciences is on the organizational chart, a Chair has never been appointed. In 1988, the position of Chair was assigned to the Senior Associate Dean who was designated as Interim Chair. According to UHM policy, a Dean cannot serve as a Department Chair, as it represents a potential conflict of interest. In actuality, the Division Directors have taken the primary responsibility for the daily operation of their respective programs, and the division has operated essentially as separate departments with the directors functioning as Chairs.

In 2002, UHM Office of Human Resources declared that the current assignment of a Level II Secretary for each Division (Med Tech and SPA) was not in line with UHM policies. Only Departments would qualify for a Level II Secretarial position. The Division Directors of the programs in Medical Technology and Speech Pathology/Audiology (SPA) expressed serious objections to sharing one Level II Secretary. The workload for one secretary to cover two Divisions was deemed excessive. Both divisions have significant correspondence requirements as they are both clinical programs and both have definitive requirements that must be maintained in order to retain their accreditation. Fiscal and personnel responsibilities are similar to those reflected in most departments. In addition to their education program, SPA operates an extensive on-campus speech-language-hearing clinic. Both programs also receive extramural funding from various biomedical research and governmental agencies which require sophisticated administrative and fiscal support. Finally, both programs are accredited by national-level accrediting bodies and require continual/accurate record-keeping.
Kitty Lagareta, Chairperson, Board of Regents
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Department of Medical Technology
The Medical Technology Program was established in 1946 and joined the John A. Burns School of Medicine in 1969 as a Division in the Department of Allied Medical Sciences. The program, the only one in the State, offers an undergraduate Bachelor of Science degree in Medical Technology. The Division of Medical Technology is requesting departmental status at a time, when the Chancellor has declared healthcare workforce development as one of her priorities. The program is a professional degree granting program that requires national accreditation. Over 1,000 have graduated from the program. Currently, there are 68 students (pre-major and major) enrolled. The faculty includes 2.0 FTE BOR instructors, eight part-time instructors/lecturers, and 38 are uncompensated clinical instructors from nine clinical affiliates. The Division’s annual budget is $325,000 with an added $170,000 in extramural funds.

The Division’s primary goal is to provide adequate numbers of medical technologists, also known as clinical laboratory scientists (CLS), to serve the clinical laboratories in Hawaii and the Pacific Basin region. Currently, the State is experiencing a chronic shortage of laboratory personnel.

The mission/vision statement of the Division is to be the top academic and technological center of Clinical Laboratory Science (CLS) in the Pacific and to maintain a focus on Asian/Pacific issues. A CLS is a health professional who performs laboratory tests used to help diagnose and treat diseases and to monitor health status. The major disciplines taught in the program are hematology, microbiology, clinical chemistry, and immunohematology. With the assistance of the clinical affiliates (eight, mostly on Oahu), students are provided experiences in laboratory services that also provides employment opportunities. Upon completion of the program, students write their national certification examination and seek employment soon after. Students have generally passed the national certification examination on their first attempt and have scored consistently above the national average. Nearly all graduates (>95%) are employed within six months of completing their clinical training with most staying in Hawaii and the Pacific Basin region. Some graduates choose to pursue other avenues after graduation (i.e. cytology school, medicine, graduate school, etc.).

Graduate and employer surveys are performed annually. The graduate survey includes questions regarding employment and solicits comments on strengths, weaknesses, and recommendations for improving the program. Employers are also mailed a survey requesting feedback on the performance of the Division’s graduates. All surveys are mailed back to the chair/program, tabulated, and the results shared at a Division faculty meeting. In the last survey, graduates who have responded have rated their experiences as very good to excellent. Employers also rated the graduates as very good. The reports are available upon request.

The program has an articulation agreement for applicants who have earned an Associate of Science degree from the Medical Laboratory Technician (MLT) Program at Kapiolani Community College (KCC). When admitted, a number of courses are waived as specified in the agreement (available upon request) providing for a career-ladder education.
The program is currently accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), which ensures that all graduates meet or exceed the minimum level of competency at the completion of the curriculum. Accreditation also provides student's eligibility to take the board exam by the national certification agencies. The program is accredited until April of 2008.

**Department of Communication Sciences and Disorders—Name Change from Speech Pathology and Audiology (SPA)**

SPA is one of two divisions in the Department of Allied Medical Sciences, along with the Medical Technology division. The lack of departmental status has become increasingly problematic in areas of recruiting and accreditation. SPA is required by its accrediting body to be administered by a faculty member with the terminal degree in Speech-language Pathology, Audiology, or Communication Sciences. The present arrangement assumes a member of JABSOM administration to be the de facto Chair of Allied Medical Sciences. This arrangement is a violation of university policy and of the accreditation standards to which SPA must adhere. SPA accreditation is in review, with a site visit scheduled for March 19-20, 2007. Resolution of the organization issue is critical.

The program was brought into JABSOM in 1965. SPA grew from a very small program to one of the largest graduate programs in the university. In 2002, SPA reached almost 200 students. The graduate program was larger than that of most departments and a number of schools. SPA has produced over 300 program graduates since 2000. The expansion was in response to a growing need for professionals in Speech Pathology and Audiology in Hawaii and nationally. SPA has attracted in excess of $1.1 million yearly in external funds authorization over the past eight years. SPA shares JABSOM's vision as well as that of University. The Program is positioned as the leading personnel preparation program with a Pacific emphasis. The future of Speech Pathology and Audiology in Hawaii and nationally is one of tremendous growth. The field has ranked in the top 10 nationally in government personnel projections for a decade. A national publication ranked Audiology as the top profession in 2005 (U.S. News and World Report, June, 2005). In the same publication, both Speech-Language Pathology and Audiology are among the top 25 careers for 2007 (refer to website [www.usnews.com/usnews/biztech/best_careers_2007](http://www.usnews.com/usnews/biztech/best_careers_2007)).

There are positions in Hawaii's schools, hospitals, service agencies, private practices and clinics unfilled due to shortages. The need for services for the speech-language-hearing impaired is recognized as one of the most rapidly growing of all health related services. The combination of a rapidly graying population with higher incidence and prevalence of age accompanying speech hearing and language disorders and increased survival of at risk children is resulting in a burgeoning requirement for services. The program in SPA must expand to meet the present and growing need. Departmental status will allow the program to respond to pressing accreditation issues and to be more competitive for extramural funding.
SPA is recognized for the quality of its graduates and for the clinical services it provides for the citizens of Hawaii. Program performance is exemplified by graduates' scores on the national exam taken by all in the field upon completion of the entry level degree (Masters in Speech pathology, Doctorate in Audiology).

<table>
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<tr>
<th>Praxis Exam Scores 2005-06</th>
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<tr>
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<tr>
<td>Highest score</td>
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<tr>
<td>Lowest score</td>
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<tr>
<td>Median (average)</td>
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<tr>
<td>Performance</td>
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Note: A significant percentage of the national examinees have earned doctorates. UH Hawaii does not have a doctoral program.

SPA-UH graduates are recruited actively from the U.S. mainland and the Pacific. Department status is important for maintaining and enhancing our image in Hawaii and beyond.

This reorganization proposal was sent to HGEA and UHPA on April 16, 2007 and both unions concur with the proposal.

**ACTION RECOMMENDED:**

It is recommended that the Board approve the reorganization of the John A. Burns School of Medicine to:

1. Establishment of the Department of Medical Technology
2. Establishment of the Department of Speech Pathology and Audiology
3. Name Change of Speech Pathology and Audiology to "Department of Communication Sciences and Disorders"
4. Abolish the Department of Allied Health Sciences

C: Interim Executive Administrator and Secretary of the Board Presley Pang
Vice Chancellor and Senior Advisor Rodney Sakaguchi
Senior Associate Dean Satoru Izutsu

Attachments: (1) Executive Summary
(2) Current Organizational Charts and Functional Statements
(3) Proposed Organizational Charts and Functional Statements
PROPOSAL TO CHANGE THE ORGANIZATIONAL CHART OF THE DEPARTMENT OF ALLIED HEALTH SCIENCES
JOHN A. BURNS SCHOOL OF MEDICINE

EXECUTIVE SUMMARY

JABSOM seeks permission to effect an internal reorganization that would have the following effect:

1. Establish two (2) departments (currently divisions in the Department of Allied Health Sciences)
   - Department of Medical Technology
   - Department of Speech Pathology and Audiology

2. Name change from Department of Speech Pathology and Audiology to “Department of Communication Sciences and Disorders”

3. Abolish the Department of Allied Health Sciences

Rationale: The proposed departments represent two distinct professions certified by separate accreditation bodies.

JABSOM’s proposed reorganization affects no units outside the School of Medicine.
One new Secretary II position (SR-14) that starts at $29,976 to $46,164 annually will be required (currently, there is one Secretary II assigned to both Medical Technology and Speech Pathology and Audiology).

No faculty lines will be added or deleted as existing resources are adequate to operate the new departments.
CURRENT

Organizational Charts

and

Functional Statements
OFFICE OF PUBLIC HEALTH STUDIES

* Associate Dean (position to be requested, supervision temporarily provided by Dean, #88777)

DEPARTMENT OF PUBLIC HEALTH SCIENCES AND EPIDEMIOLOGY
See Chart II

GRADUATE PROGRAM
(Chair appointed from public health faculty positions)

CENTER ON AGING
(Director approved from public health faculty positions)
Secretary I, SR12, #14524

ADMISSIONS AND STUDENT SERVICES
Apt. Dean, #88144
Secretary II, SR14, #11052
Student Services Sp, PSS, #11521
Student Services Sp, PSS, #1740

PUBLIC HEALTH AND BIOMEDICAL INFORMATION CENTER

ADMINISTRATIVE SERVICES
Administrative Officer, PSS, #77047
Pilot Officer, PSS, #77066
Admin & Fiscal Support Sp, PBA, #77190

Pending Establishment
** Acting Director, #88522F (position to be reclassified)

General Fund 9.03
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF MEDICINE
INSTRUCTIONAL PROGRAMS

POSITION ORGANIZATION CHART
CHART VII

Dean

DEPARTMENT OF PATHOLOGY

Chairman (Appointed from Instructional Positions)

Secretary II, SR14, #15609

Instructional Positions (4.00)
Full-time: #83773
#84455
#87277
Part-time: #84830 (.50)
#86559 (.50)

General Funds 5.00
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF MEDICINE
INSTRUCTIONAL PROGRAMS

POSITION ORGANIZATION CHART
CHART IX

Dean

DEPARTMENT OF PSYCHIATRY

Chairman (Appointed from Instructional Positions)

Clerk Steno III, SR11, #23959

Instructional Positions (5.90)
Full-time:
#83564
#94257
#84380
#87235

Part-time:
#82210 (.50)
#82344 (.50)
#83540 (.50)
#85035 (.25)
#85785 (.05)
#88880 (.10)

General Funds 6.90
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF MEDICINE
INSTRUCTIONAL PROGRAMS

POSITION ORGANIZATION CHART
CHART X

Dean

DEPARTMENT OF SURGERY

Chairman (Appointed from Instructional Positions)

Secretary II, SR14, #23085

Instructional Positions (8.05)
Full-time:  #83583, #83736,
#84861, #88969
Part-time:   #83039 (.05)   #85841 (.05)
#83270 (.20) #86052 (.05)
#83658 (.05) #86619 (.10)
#84146 (.15) #86237 (.15)
#84253 (.50) #87089 (.10)
#84484 (.20) #88435 (.15)
#45583 (.50) #88453 (.30)
#85656 (.10) #88541 (.10)
#85413 (.45) #88700 (.30)
#85582 (.10) #88789 (.10)
#85666 (.10) #88802 (.25)

General Funds 9.05
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF MEDICINE
INSTRUCTIONAL PROGRAMS

POSITION ORGANIZATION CHART
CHART XI

Dean

DEPARTMENT OF TROPICAL MEDICINE,
MEDICAL MICROBIOLOGY AND PHARMACOLOGY

Chairman (Appointed from Instructional Positions)

Secretary II, SR14, #17563
Adm & Fiscal Supp Sp, PBA, #80961

Instructional Positions (7.90)
Full-time: #32720
#32398
#33391
#84271
#86864
#86862
#87009
Part-time: #82541 (.90)

General Funds 9.90
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF MEDICINE
INSTRUCTIONAL PROGRAMS
POSITION ORGANIZATION CHART
CHART XII

Dean

DEPARTMENT OF ALLIED MEDICAL SCIENCES

Chairman (Appointed from Instructional Positions)

Secretary II, SR14, #15267

DIVISION OF MEDICAL TECHNOLOGY

Instructional Positions (3.00)
Full-time: #84240
#85735
#87251

DIVISION OF SPEECH PATHOLOGY & AUDIOLOGY

Instructional Positions (5.00)
Full-time: #82457
#83586
#83869
#85304
#85169
Graduate Assistant: #83861 (.50)

General Funds 9.50
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF MEDICINE
INSTRUCTIONAL PROGRAMS

POSITION ORGANIZATION CHART
CHART XIII

DEPARTMENT OF FAMILY MEDICINE AND COMMUNITY HEALTH

Chairman (Appointed from Instructional Positions)

Instructional Positions (2.20)
Full-time:  #83670
          #83994
Part-time: #83490 (.20)

General Funds  2.20
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF MEDICINE
INSTRUCTIONAL PROGRAMS

POSITION ORGANIZATION CHART
CHART XIV

Dean

DEPARTMENT OF NATIVE HAWAIIAN HEALTH

Chair (Appointed from Instructional Positions)

Acct Clerk III, SR11, #15169

NATIVE HAWAIIAN HEALTH

Instructional Positions (1.50)
Full-Time: #82997
Part-Time: #85569 (.50)

IMI HO'OLA PROGRAM

Instructional Positions (3.40)
Full-Time: #86332
#89002
Part-Time: #82824 (.50)
#84554 (.40)
#85863 (.50)

NATIVE HAWAIIAN CENTER OF EXCELLENCE

Instructional Positions ( )
Temporary non-general funded positions
to be assigned.

General Fund 5.90
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF MEDICINE
INSTRUCTIONAL PROGRAMS

POSITION ORGANIZATION CHART
CHART XV

DEPARTMENT OF COMPLEMENTARY AND ALTERNATIVE MEDICINE

Chair (Appointed from Instructional Positions)

Secretary II, SR14, #23961

Instructional Positions (2.00)
Full-Time:
#83176
#83651

General Funds 3.00
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
JOHN A. BURNS SCHOOL OF MEDICINE

MAJOR FUNCTIONS

Office of the Dean

Directs activities, personnel and curricula in the School of Medicine and affiliated community hospitals and health centers. Responsible for the direct liaison with other Schools of the College of Health Sciences and Social Welfare, the Graduate Division, community colleges and community agencies for collaborative instruction, research and community service. Establishes policies with the Schools' Executive Committee to develop and implement the academic programs and coordinate continuing medical education. Conducts accredited graduate medical education programs in community hospitals. Also responsible for general program development in accord with Legislative mandate and University policies.

Office of Student Affairs

This major academic support program is directed by a Chairman with special responsibility for minority recruitment and counseling.

- Student advising, registration, etc.
- Staff support of admissions processing. An Admissions Committee makes the decisions, but the processing of over 1,250 applicants is undertaken by the Student Affairs staff.
- Past and current student records.
- Staff support to Student Standing and Promotion Committee and Student Evaluation Review and Remediation Committee (faculty and student composition).
- Minority recruitment and liaison with UH Hilo, Community Colleges, University of Guam, etc.

Office of Fiscal and Administrative Affairs

The Office of Fiscal and Administrative Affairs (OFAA) will prepare and monitor budgets, develop long- and short-range strategic and business plans, approve and control expenditures, initiate, oversee and track all personnel transactions, acquire and monitor all equipment and property assigned to JABSOM, procure and pay for all supplies needed for JABSOM's operations. The office will also prepare periodic financial and other management reports to support the Dean and Associate Dean in the management of JABSOM operations. OFAA will assist in the implementation and administration of research and training contracts and grants. Finally, OFAA will be responsible for developing appropriate accounting systems for analyzing and reporting data generated by those systems.

Office of Information Technology

The Office of Information Technology (OIT) will provide quality informatics resources in support of the administrative, education, research and service functions of JABSOM. Its target services and functions include the following: network infrastructure, electronic communication, workplace networking, AV and graphic design, website management, and bioinformatics resources. OIT will be placed in OFAA and report to the head of that office.
Office of Hospital and External Business Affairs

The Office of Hospital and External Business Affairs (OHEBA) is responsible for developing, managing and monitoring contracts and relationships within JABSOM’s affiliated hospitals, affiliated non-profit organizations, State agencies and business partners. The hospitals affiliated with JABSOM are responsible for providing over 25 per cent of the School’s annual all funds operating budget and thus are of crucial importance to the School’s education and research programs. In addition, JABSOM leases large amounts of space from the hospitals to state clinical education and research. Managing relationships and developing partnerships with the hospitals is one of the most important facets of JABSOM’s operations.

Office of Medical Education

Responsible for the coordination and administration of the educational programs leading to the M.D. degree, the conduct of faculty development programs and the quantity and quality of faculty participation in our problem-based learning curriculum.

Office of Public Health Studies

The Associate Dean’s Office is concerned with curricular and academic programs of the Office of Public Health Studies as well as the overall administration of the department. Responsibilities include recruitment; retention and improvement of faculty; budgets; course schedules; teaching assignments and department research; students enrolled in the department; and the administration of the School of Medicine, Office of Public Health Studies, and University policies as they apply to the department. The Associate Dean is also responsible for business services and for the public relationships of the department, including intra-School of Medicine and intra-university relationships as well as those with community organizations and State and Federal government agencies.

In carrying out these responsibilities, the Associate Dean plans, organizes, directs and coordinates the department’s programs and activities with assistance of the Assistant Dean, department chairs and directors, and various faculty committees. The Associate Dean will also develop and implement a strategic plan for the expansion of the academic program in the department to include the five core areas of public health (epidemiology, biostatistics, environmental health, social/behavioral sciences and health services administration) and for the reestablishment of an accredited School of Public Health.

Department of Public Health Sciences and Epidemiology

This department is committed to providing a comprehensive program in graduate education at the masters and doctoral levels in public health sciences and epidemiology. The program is a research driven curriculum for graduates with a background in biomedical sciences, physicians, nurses, microbiologists, and related fields which incorporates research, teaching, and service to promote health and well-being, and to prevent disease, disability, and premature mortality. The program is accomplished through scientific research in public health sciences and epidemiology and creative alliances with the School of Medicine, with other UH units, and with the local and global community.

Graduate Program

The Graduate Program of the Office of Public Health Studies is functionally separated into a masters of public health, which is a predominantly professional degree, and the masters of science in public health and the Biomedical Ph.D. degree in Biostatistics and Epidemiology which are academic and research based degrees. Each degree has its specific requirements and is supervised by the Chair of the Field of Study appointed from the Department through the UH Graduate Division.
Center on Aging

The University of Hawai‘i Center on Aging offers graduate and undergraduate 15-credit certificates in gerontology, with students taking courses from professors across campus in the fields of family resources, law, medicine, nursing, public health, psychology, social work, sociology, etc. In addition to teaching and advising, Center on Aging staff support the UH chapter of Sigma Phi Omega (gerontological honor society), provide service to the community, and conduct research in aging. Current research focuses in three areas: Asian and Pacific Islander aging, end-of-life issues, and developing/testing health education and training materials. Manoa faculty affiliated with the Center on Aging also conduct research, provide service, and consult on many aspects of aging, including program development and evaluation.

Admissions and Students Services

Functional responsibilities are in support of non-M.D. graduate student-related activities of the administrative and instructional functions of the School of Medicine. These include recruitment, inquiries, applications and admission, enrollment, registration, course scheduling and alumni. The office is also responsible for assisting students with a wide variety of problems, providing advocacy for student concerns and functioning as a liaison with other University areas such as the Graduate Division, Office of Admissions and Records, Financial Aid Services, KOKUA Program, Veterans Affairs Office and International Students Office.

Public Health and Biomedical Information Center

The overall functional responsibility of the Public Health and Biomedical Information Center, formerly known as the JABSOM Library Resource Center (JLRC) is to help meet the informational needs of the educational, research, clinical and service programs of public health and medicine of the School of Medicine. This is accomplished by serving as an access and service (instructional) delivery point for public health and medicine information; instructing and training students, faculty, and alumni in the use of the latest technologies for the effective identification, retrieval and use of medical and health information; and by forming partnerships and linkages with the important resources of the Hawaii Medical Library, Inc. and the Hamilton Library, University of Hawai‘i at Mānoa.

Administrative Services

Functional responsibilities are budgeting and expenditure control; purchasing and property management; personnel management and transactions; building and office space assignments; contracts and grants administration; and such auxiliary services as parking permit clearances and telephone installation. This office will also provide direct support to the School of Medicine Director of Business and Hospital Affairs and ongoing organizational restructuring support in the reestablishment of an accredited School of Public Health.

Department of Anatomy, Biochemistry, Physiology, and Reproductive Biology

Provides medical students with a basic understanding of the structure of the human body at all levels of organization from the subcellular level through tissues, organs, and gross relationships of organ systems. Also provides undergraduate level instruction in anatomy for paramedical and biological science programs.

Maintains a strong group of teacher-researchers to provide consultation and expertise in anatomy and reproductive biology, to instruct medical students, residents and clinicians and for the contribution of basic research to problems of population control. The Institute of Biogenesis Research was established in May 2000 for the study of reproductive and developmental biology and support the academic pursuit of research in these fields.

The department provides training in Biochemistry-Biophysics for a large number of undergraduate, graduate, post-doctorate and continuing education students. Besides the various A.B., B.S., Ph.D. and M.D. candidates, this department provides advanced training for Medical Technologists already working in the field or recent graduates of the medical technology program.
Provides instructional services in physiology to undergraduate, graduate and medical students. Trains graduate students toward M.S. and Ph.D. degrees in biochemistry. Engages in both basic and applied research in physiology. The University services is located in the local, national and international communities.

Our faculty is on the forefront of interactive programs dealing with the care, treatment and cure of cancer, cardiovascular diseases, infectious and metabolic disturbances, energy metabolism, and enzymatic mechanisms.

**Department of Cell and Molecular Biology**

Provides quality graduate education in genetics for all qualified students and provides undergraduate instruction in genetics as a service to the University at large.

Certain major areas of research cooperation can be identified as follows: human genetics, evolutionary genetics, cell and developmental genetics.

Interaction with community groups occurs in several areas: the Medical Genetic Services Program, Hawaii Cancer Association Research Committee, Board of Directors of The Bernice Pauahi Bishop Museum, the Nature Conservancy, as well as other organizations concerned with environmental and conservation biology.

**Department of Medicine**

The ultimate goal of the Department of Medicine is to improve health care through service, education and research in the clinical sciences, more specifically in the field of internal medicine and its recognized subspecialties which are directly and primarily concerned with patients. Target groups involved are medical students, allied health students and professionals, house officers in affiliated hospitals, and practicing physicians.

**Department of Obstetrics, Gynecology and Women's Health**

Training of medical students and paramedical personnel in the various aspects of Obstetrics, Gynecology and Women's Health, including: human female reproductive biology and endocrinology, basic pelvic examination, performing a routine delivery, disorders of the female reproductive system, family planning and human sexuality, correlation between various disease processes and the pathology of the reproductive organs. Also developed are seminars and training programs for the practicing physician.

**Department of Pathology**

Provides instruction for medical students in basic, systematic and clinical pathology. Pathology bridges the basic sciences with clinical medicine. Makes available specialized topics in pathology to third- and fourth-year medical students, graduate students and residents in pathology.

Integration and instruction in pathology at community hospitals. The University's involvement in community hospitals allows this department to improve the postdoctoral residency program for training of specialists in pathology.

**Department of Pediatrics**

The department of pediatrics is engaged in a comprehensive program of training, service, and research in the field of pediatrics. Responsibilities for pediatric teaching involve multiple levels: undergraduate, graduate, post-doctoral, post-residency trainees, both physician and allied health professionals.

Pediatrics is dedicated to the care of children and human. The basic philosophy of the pediatrics program is to teach the medical and paramedical profession about the care of infants and children from birth to adolescence.
Teaching of medical students at all four levels must cover a number of subspecialty areas in order to provide a basic and comprehensive training in pediatrics. The department provides post-medical specialty training through the University of Hawai'i pediatric integrated residency program. Fellowship training in neonatology and adolescent medicine is offered to physicians having completed their basic pediatric graduate training.

Additionally this department is responsible for the Pediatric Intensive Care Unit, Neonatal Intensive Care Unit, and Pediatric Emergency Care located at the Kapiolani Medical Center for Women and Children, and provides secretarial services to maintain departmental operations.

**Department of Psychiatry**

Provides psychiatric teaching and training to medical students, residents in General Psychiatry, Child and Adolescent Psychiatry, and Geriatric Psychiatry.

Provides inpatient and outpatient psychiatric services and consultation at the following sites: The Queen's Medical Center, Kapiolani Medical Center for Women and Children, Hawaii State Hospital, and community mental health centers on the islands of Hawaii, Molokai, Maui, Kauai, and Lanai.

Conducts research in various aspects of psychiatry: culture and mental health of different ethnic groups, mental health epidemiology of Native Hawaiian adolescents, substance abuse, severe mental illness, neuropsychiatry, and psychopharmacology.

Members of the department contribute service to the community on both the state and national levels. They include such activities as member of NIMH Review Committees, president of the Hawaii Psychiatric Society, and president of the Hawaii Council of Child Psychiatry. Members of the department also provide consultation to schools and speakers for PTA groups and other healthcare and community organizations.

**Department of Surgery**

Surgery is the branch of medicine that deals with the treatment of disease, injury or deformity to manual or instrumental operations. The department provides instruction and training to medical students in both general surgery and the subspecialties and includes etiology, diagnosis, pre- and post-operative care, surgical techniques and research. Facilities and resources are available to support clinical research in a variety of fields. The department directs a general surgery residency program, an orthopaedic residency program and a surgical critical care fellowship program. It conducts and participates in continuing medical education programs for physicians and other health professionals. The program utilizes a large and varied faculty of general and specialty surgeons, as well as numerous local medical centers, giving students and residents ample exposure to surgical disease and therapy.

**Department of Tropical Medicine, Medical Microbiology and Pharmacology**

Work toward increasing comprehension and the ability to apply techniques of medical microbiology, infectious diseases, tropical medicine and public health laboratory in the target populations: medical students, public health students, medical technology students, and graduate students in tropical medicine, biology and public health.

Teaching efforts in pharmacology are directed toward first- and second-year medical students, graduate students, and pre-med, pre-nursing, food and nutritional science, sports medicine and dental hygiene students. Along with teaching, the department regards research as an indispensable activity since the latter is intimately intertwined with the teaching and training of students.

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It is the goal of this program to adequately develop appropriate numbers of medical technologists who will be able to provide the best possible health care to the State of Hawaii and areas in the Pacific Basin.

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Division of Speech Pathology and Audiology

Objectives of the program are: to provide training for undergraduate (B.S. candidates) and graduate (M.S. candidates) students which will enable them to meet national certification standards and to work as fully qualified professionals; to provide a reservoir of trained personnel to meet the needs of the State in the areas of habilitation and rehabilitation of those with speech and/or hearing disorders; to help meet the unmet requirements in this field in other areas of the United States and the entire Pacific area.

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Provides the instruction, research and community service activities in geriatric medicine for medical students, residents, fellows and other health care workers. It has a nationally known, accredited post residency geriatric fellowship program. In addition to an active educational program that serves fellows, internal medicine residents and medical students, the program is also very productive in biomedical research. Given the fact that Hawai‘i is an aging State with the longest life expectancy in the nation, the presence of a locus of expertise and experience in the care of geriatric patients and in research on geriatric diseases is an important component of the State’s healthcare community.
PROPOSED

Organizational Charts

and

Functional Statements
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MANOA
SCHOOL OF MEDICINE
INSTRUCTIONAL PROGRAMS

POSITION ORGANIZATION CHART
CHART III

Dean

DEPARTMENT OF ANATOMY, BIOCHEMISTRY,
PHYSIOLOGY AND REPRODUCTIVE BIOLOGY

Chairman (Appointed from Instructional Positions)

Secretary II, SR14, #17857
Research Associate, PBB, #81037

Instructional Positions (14.00)
Full-time:  #62182  #89568
           #62535  #08875
           #62751
           #83412
           #83453
           #83677
           #83585
           #93676
           #84126
           #84195
           #84528
Admin Offr, PBB, #77021
           #84851
           #86820
           #07158

Graduate Assistants:
           #86871 (.50)
           #86155 (.50)
           #86138 (.50)
           #86458 (.50)

General Funds 21.00
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF MEDICINE
INSTRUCTIONAL PROGRAMS

POSITION ORGANIZATION CHART
CHART V

Dean

DEPARTMENT OF MEDICINE

Chairman (Appointed from Instructional Positions)

Secretary II, SR14, #49681
Educ Spec, PBB, #40166

Instructional Positions (12.39)
Full-time: #85194, #83495, #84100
#84084, #85006, #85664
#82721 (.05) #85742 (.50)
#82902 (.25) #85744 (.05)
#83077 (.05) #85756 (.05)
#82415 (.94) #85759 (.10)
#83383 (.20) #85771 (.30)
#84152 (.25) #85775 (.25)
#84994 (.05) #85574 (.50)
#85030 (.45) #87273 (.60)
#85583 (.05) #88432 (.80)
#85668 (.25) #88580 (.45)
#85707 (.50) #88690 (.10)

General Funds 14.39
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MANOA
SCHOOL OF MEDICINE
INSTRUCTIONAL PROGRAMS

POSITION ORGANIZATION CHART
CHART VI

DEPARTMENT OF OBSTETRICS, GYNECOLOGY AND WOMEN'S HEALTH

Chairman (Appointed from Instructional Positions)

Instructional Positions (5.80)
Full-time:  #83818
           #84134
           #84985
           #86325
Part-time:  #84032 (.20)
            #86453 (.50)
            #87366 (.75)
            #88698 (.35)

General Funds 5.80
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF MEDICINE
INSTRUCTIONAL PROGRAMS

POSITION ORGANIZATION CHART
CHART X

Dean

DEPARTMENT OF SURGERY

Chairman (Appointed from Instructional Positions)

Secretary II, SR14, #23095

Instructional Positions (8.05)
Full-time: #83583, #83736, #84861, #89969

Part-time:
#82089 (.05) #85641 (.05)
#83279 (.20) #86052 (.06)
#83969 (.05) #86213 (.10)
#84120 (.15) #89237 (.15)
#84253 (.50) #87588 (.10)
#84494 (.20) #88435 (.10)
#84933 (.50) #89453 (.30)
#85055 (.10) #89541 (.10)
#85413 (.45) #89700 (.30)
#85962 (.10) #88786 (.10)
#85686 (.10) #88802 (.25)

General Funds 9.05
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF MEDICINE
INSTRUCTIONAL PROGRAMS

POSITION ORGANIZATION CHART
CHART XIII

DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS

Chairman (Appointed from Instructional Positions)

Secretary II, SR 14, pending establishment of position

Instructional Positions (5.00)
Full-time: #82457
#83586
#83869
#85304
#86199

Graduate Assistant:
#88361 (.50)

General Funds 5.50
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF MEDICINE
INSTRUCTIONAL PROGRAMS

POSITION ORGANIZATION CHART
CHART XIV

DEPARTMENT OF FAMILY MEDICINE AND COMMUNITY HEALTH

Chairman (Appointed from Instructional Positions)

Instructional Positions (2.20)
Full-time:  #83670
          #83994
Part-time:  #83490 (.20)

General Funds 2.20
MAJOR FUNCTIONS

Office of the Dean

Chart II

Directs activities, personnel and curricula in the School of Medicine and affiliated community hospitals and health centers. Responsible for the direct liaison with other Schools of the College of Health Sciences and Social Welfare, the Graduate Division, community colleges and community agencies for collaborative instruction, research and community service. Establishes policies with the Schools' Executive Committee to develop and implement the academic programs and coordinate continuing medical education. Conducts accredited graduate medical education programs in community hospitals. Also responsible for general program development in accord with Legislative mandate and University policies.

Office of Student Affairs

This major academic support program is directed by a Chairman with special responsibility for minority recruitment and counseling.

Student advising, registration, etc.
Staff support of admissions processing. An Admissions Committee makes the decisions, but the processing of over 1,250 applicants is undertaken by the Student Affairs staff.
Past and current student records.
Staff support to Student Standing and Promotion Committee and Student Evaluation Review and Remediation Committee (faculty and student composition).
Minority recruitment and liaison with UH Hilo, Community Colleges, University of Guam, etc.

Office of Fiscal and Administrative Affairs

The Office of Fiscal and Administrative Affairs (OFAA) will prepare and monitor budgets, develop long- and short-range strategic and business plans, approve and control expenditures, initiate, oversee and track all personnel transactions, acquire and monitor all equipment and property assigned to JABSOM, procure and pay for all supplies needed for JABSOM's operations. The office will also prepare periodic financial and other management reports to support the Dean and Associate Dean in the management of JABSOM operations. OFAA will assist in the implementation and administration of research and training contracts and grants. Finally, OFAA will be responsible for developing appropriate accounting systems for analyzing and reporting data generated by those systems.

Office of Information Technology

The Office of Information Technology (OIT) will provide quality informatics resources in support of the administrative, education, research and service functions of JABSOM. Its target services and functions include the following: network infrastructure, electronic communication, workplace networking, A/V and graphic design, website management, and bioinformatics resources. OIT will be placed in OFAA and report to the head of that office.
Office of Hospital and External Business Affairs

The Office of Hospital and External Business Affairs (OHEBA) is responsible for developing, managing and monitoring contracts and relationships within JABSOM's affiliated hospitals, affiliated non-profit organizations, State agencies and business partners. The hospitals affiliated with JABSOM are responsible for providing over 25 percent of the School's annual all funds operating budget and thus are of crucial importance to the School's education and research programs. In addition, JABSOM leases large amounts of space from the hospitals to state clinical education and research. Managing relationships and developing partnerships with the hospitals is one of the most important facets of JABSOM's operations.

Office of Medical Education

Responsible for the coordination and administration of the educational programs leading to the M.D. degree, the conduct of faculty development programs and the quantity and quality of faculty participation in our problem-based learning curriculum.

Office of Public Health Studies

The Associate Dean's Office is concerned with curricular and academic programs of the Office of Public Health Studies as well as the overall administration of the department. Responsibilities include recruitment; retention and improvement of faculty; budgets; course schedules; teaching assignments and department research; students enrolled in the department, and the administration of the School of Medicine, Office of Public Health Studies, and University policies as they apply to the department. The Associate Dean is also responsible for business services and for the public relationships of the department, including intra-School of Medicine and intra-university relationships as well as those with community organizations and State and Federal government agencies.

In carrying out these responsibilities, the Associate Dean plans, organizes, directs and coordinates the department's programs and activities with assistance of the Assistant Dean, department chairs and directors, and various faculty committees. The Associate Dean will also develop and implement a strategic plan for the expansion of the academic program in the department to include the five core areas of public health (epidemiology, biostatistics, environmental health, social/behavioral sciences and health services administration) and for the reestablishment of an accredited School of Public Health.

Department of Public Health Sciences and Epidemiology

This department is committed to providing a comprehensive program in graduate education at the masters and doctoral levels in public health sciences and epidemiology. The program is a research driven curriculum for graduates with a background in biomedical sciences, physicians, nurses, microbiologists, and related fields which incorporates research, teaching, and service to promote health and well-being, and to prevent disease, disability, and premature mortality. The program is accomplished through scientific research in public health sciences and epidemiology and creative alliances with the School of Medicine, with other UH units, and with the local and global community.

Graduate Program

The Graduate Program of the Office of Public Health Studies is functionally separated into a masters of public health, which is a predominantly professional degree, and the masters of science in public health and the Biomedical Ph.D. degree in Biostatistics and Epidemiology, which are academic and research based degrees. Each degree has its specific requirements and is supervised by the Chair of the Field of Study appointed from the Department through the UH Graduate Division.
Center on Aging

The University of Hawai‘i Center on Aging offers graduate and undergraduate 15-credit certificates in gerontology, with students taking courses from professors across campus in the fields of family resources, law, medicine, nursing, public health, psychology, social work, sociology, etc. In addition to teaching and advising, Center on Aging staff support the UH chapter of Sigma Phi Omega (gerontological honor society), provide service to the community, and conduct research in aging. Current research focuses in three areas: Asian and Pacific Islander aging, end-of-life issues, and developing/testing health education and training materials. Manoa faculty affiliated with the Center on Aging also conduct research, provide service, and consult on many aspects of aging, including program development and evaluation.

Admissions and Students Services

Functional responsibilities are in support of non-M.D. graduate student-related activities of the administrative and instructional functions of the School of Medicine. These include recruitment, inquiries, applications and admission, enrollment, registration, course scheduling and alumni. The office is also responsible for assisting students with a wide variety of problems, providing advocacy for student concerns and functioning as a liaison with other University areas such as the Graduate Division, Office of Admissions and Records, Financial Aid Services, KOKUA Program, Veterans Affairs Office and International Students Office.

Public Health and Biomedical Information Center

The overall functional responsibility of the Public Health and Biomedical Information Center, formerly known as the JABSOM Library Resource Center (ILRC) is to help meet the informational needs of the educational, research, clinical and service programs of public health and medicine of the School of Medicine. This is accomplished by serving as an access and service (instructional) delivery point for medical/health information; instructing and training students, faculty, and alumni in the use of the latest technologies for the effective identification, retrieval and use of medical and health information; and by forming partnerships and linkages with the important resources of the Hawaii Medical Library, Inc. and the Hamilton Library, University of Hawai‘i at Manoa.

Administrative Services

Functional responsibilities are budgeting and expenditure control; purchasing and property management; personnel management and transactions; building and office space assignments; contracts and grants administration; and such auxiliary services as parking permit clearances and telephone installation. This office will also provide direct support to the School of Medicine Director of Business and Hospital Affairs and ongoing organizational restructuring support in the reestablishment of an accredited School of Public Health.

Department of Anatomy, Biochemistry, Physiology, and Reproductive Biology

Provides medical students with a basic understanding of the structure of the human body at all levels of organization from the sub cellular level through tissues, organs, and gross relationships of organ systems. Also provides undergraduate level instruction in anatomy for paramedical and biological science programs.

Maintains a strong group of teacher-researchers to provide consultation and expertise in anatomy and reproductive biology, to instruct medical students, residents and clinicians and for the contribution of basic research to problems of population control. The Institute of Biogenesis Research was established in May 2000 for the study of reproductive and developmental biology and support the academic pursuit of research in these fields.

The department provides training in Biochemistry-Biophysics for a large number of undergraduate, graduate, post doctorate and continuing education students. Besides the various A.B., B.S., Ph.D. and M.D. candidates, this department provides advanced training for Medical Technologists already working in the field or recent graduates of the medical technology program.
Provides instructional services in physiology to undergraduate, graduate and medical students. Trains graduate students toward M.S. and Ph.D. degrees in physiology. Engages in both basic and applied research in Physiology. Renders services as needed by the local, national and international communities.

Our faculty is on the forefront of investigative programs dealing with the care, treatment and cure of cancer, cardiovascular abnormalities, nutritional and metabolic disturbances, energy metabolism, and enzymatic mechanisms.

**Department of Cell and Molecular Biology**

Provides quality graduate education in genetics for all qualified students and provides undergraduate instruction in genetics as a service to the University at large.

Certain major areas of research concentration can be identified as follows: human genetics, evolutionary genetics, cell and developmental genetics.

Interaction with community groups occurs in several areas: the Medical Genetic Services Program, Hawaii Heart Association Research Committee, Board of Directors of The Bernice Pauahi Bishop Museum, the Nature Conservancy, as well as other organizations concerned with environmental and conservation biology.

**Department of Medicine**

The ultimate goal of the Department of Medicine is to improve health care through service, education and research in the clinical sciences, more specifically in the field of internal medicine and its recognized subspecialties which are directly and primarily concerned with patients. Target groups involved are medical students, allied health students and professionals, house officers in affiliated hospitals, and practicing physicians.

**Department of Obstetrics, Gynecology and Women’s Health**

Training of medical students and paramedical personnel in the various aspects of Obstetrics, Gynecology and Women’s Health, including: human female reproductive biology and endocrinology, basic pelvic examination, performing a routine delivery, disorders of the female reproductive system, family planning and human sexuality, correlation between various disease processes and the pathology of the reproductive organs. Also developed are seminars and training programs for the practicing physician.

**Department of Pathology**

Provides instruction for medical students in basic, systematic and clinical pathology. Pathology bridges the basic sciences with clinical medicine. Makes available specialized topics in pathology to third- and fourth-year medical students, graduate students and residents in pathology.

Integration and instruction in pathology at community hospitals. The University’s involvement in community hospitals allows this department to improve the postdoctoral residency program for training of specialists in pathology.

**Department of Pediatrics**

The department is committed to providing a comprehensive program of training, service, and research in the field of pediatrics. Departmental responsibilities for pediatric teaching involve multiple levels from first year medical students to post-residency trainees, both physician and allied health personnel.

Pediatric training must encompass all aspects of child life and health. The basic philosophy of the pediatric teaching program is that every person in the medical and paramedical profession should have an understanding of the dynamic nature of growth and development from conception to maturity.
Teaching of medical students at all four levels must cover a number of subspecialty areas in order to provide a basic and comprehensive training in pediatrics. The department provides postmedical specialty training through the University of Hawai‘i pediatric integrated residency program. Fellowship training in neonatology and adolescent medicine is offered to physicians having completed their basic pediatric graduate training.

Additionally this department is responsible for the Pediatric Intensive Care Unit, Neonatal Intensive Care Unit, and Pediatric Emergency Care located at the Kapiolani Medical Center for Women and Children, and provides secretarial services to maintain departmental operations.

Department of Psychiatry

Provides psychiatric teaching and training to medical students, residents in General Psychiatry, Child and Adolescent Psychiatry, and Geriatric Psychiatry.

Provides inpatient and outpatient psychiatric services and consultation at the following sites: The Queen’s Medical Center, Kapiolani Medical Center for Women and Children, Hawaii State Hospital and community mental health centers on the islands of Hawaii, Molokai, Maui, Kauai and Lanai.

Conducts research in various aspects of psychiatry: culture and mental health of different ethnic groups, mental health epidemiology of Native Hawaiian adolescents, substance abuse, severe mental illness, neuropyschiatry and psychopharmacology.

Members of the department contribute service to the community on both the state and national levels. They include such activities as member of NIMH Review Committees, president of the Hawaii Psychiatric Society, and president of the Hawaii Council of Child Psychiatry. Members of the department also provide consultation to schools and speakers for PTA groups and other healthcare and community organizations.

Department of Surgery

Surgery is the branch of medicine that deals with the treatment of disease, injury or deformity to manual or instrumental operations. The department provides instruction and training to medical students in both general surgery and the subspecialties and includes etiology, diagnosis, pre- and post-operative care, surgical techniques and research. Facilities and resources are available to support clinical research in a variety of fields. The department directs a general surgery residency program, an orthopaedic residency program and a surgical critical care fellowship program. It conducts and participates in continuing medical education programs for physicians and other health professionals. The program utilizes a large and varied faculty of general and specialty surgeons, as well as numerous local medical centers, giving students and residents ample exposure to surgical disease and therapy.

Department of Tropical Medicine, Medical Microbiology and Pharmacology

Work toward increasing comprehension and the ability to apply techniques of medical microbiology, infectious diseases, tropical medicine and public health laboratory in the target populations: medical students, public health students, medical technology students, and graduate students in tropical medicine, biology and public health.

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Department of Communication Sciences and Disorders

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